

JOB ANNOUNCEMENT
“OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

POSITION TITLE: BUYER I	ANNOUNCEMENT NUMBER: JA#027-13 POSITION STATUS: Full-Time Appointment
SALARY: Pay Grade: G Open: 1-10; \$18,723 - \$28,085 per annum Promo: 1-20; \$18,723 - \$39,617 per annum	OPENING DATE: November 12, 2013
DIVISION: FINANCE & ADMINISTRATION Materials Management	CLOSING DATE: November 26, 2013 5:00 p.m. (GMT +10:00) Guam, Port Moresby

MINIMUM EXPERIENCE AND TRAINING:

- a) One (1) year experience in the procurement of supplies, materials, or equipment and graduation from high school;
OR
- b) Equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Necessary special qualification: Possession of a valid driver’s license.

PLUS PURSUANT TO 4 GCA §4101(c):

All new employment in the service of the Government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job.

NATURE OF WORK IN THIS CLASS:

This is routine technical purchasing work in the procurement of supplies, materials and equipment.

Employees in this class perform purchasing duties independently on an ongoing basis and participate in the full range of duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Receives and reviews requisitions and proposed specifications.

Prepares invitation for competitive bids; secures written and telephone price quotations; prepares and analyzes bid tabulation for compliance with specifications; awards bids.

Works with departmental representatives in the procurement of their supply needs.

Interviews vendors; investigate sources of supply.

Inspects merchandise for compliance with specifications.

Maintains files and records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern purchasing practices and procedures and shipping methods.

Knowledge of commonly used supplies, materials, and equipment.

Knowledge of the sources of supply and of market and price trends.

Knowledge of modern office practices and procedures.

Ability to learn, interpret, and apply laws, departmental policies and other regulations governing the procurement of supplies, materials and equipment.

Ability to prepare and analyze bids and specifications in the making of awards.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

WHO SHOULD APPLY:

Open to the public.

HOW AND WHERE TO APPLY:

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building no later than 5:00 p.m. of the closing date. Applications are available online at www.guamcc.edu. For more information visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, our website www.guamcc.edu or call (671) 735-5537/38.

IMPORTANT INFORMATION:

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the College, you will be required to present valid documents that will establish your identity and work eligibility. Any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

VETERANS PREFERENCE:

Applicants claiming veterans preference are required to provide a copy of their DD-214 (Military discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

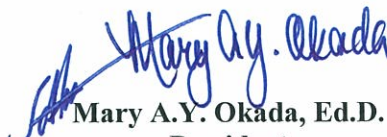
EDUCATION:

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside of the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization www.naces.org.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY


Mary A.Y. Okada, Ed.D.
President